

"AS BUILT PLANS" FOR BRIDGES AND STRUCTURES

Permanent reference files including "As Built" microfilms and Bridge Maintenance Books are maintained for all bridges and selected structures. These records serve all Structures units by furnishing complete and current structural and historical data.

The following procedure is adopted for the Division of Structures to facilitate the timely processing of contract documents which furnish information into these files.

Bridge Numbering

All sheets involving any structure work including deletions, additions or revisions to any existing bridge or structure will be identified with a bridge number as defined in Memo to Designers 2-11.

Filing of Original Plans

Immediately after a contract is awarded, the original set of plans of all sheets with "Structures" blocks will be received by the Documents Unit from Headquarters Microfilm Services. The Documents Unit will file these originals until the completion of the contract. Only authorized personnel will have access to the tracings during the contract. (Ref. Bridge Design Details 1-81.)

Processing As Built Changes

1. At the completion of the contract, the Documents Unit will be sent a set of blue-line prints on which the Structure Representative or the Resident Engineer has indicated the "As Built" changes.
2. The Documents Unit will retrieve the corresponding tracings and route both sets to the design section having jurisdiction over the project.
3. The design section will transfer all changes from the blue lines to the original set of tracings and return it to the Documents Unit *within 3 months*.
4. Projects consisting of a mixture of different types of structures, such as bridges and roadside rests, should not be separated. All plans for a particular project should be kept intact.
5. The Documents Unit will send the corrected tracings to Headquarters Microfilm Services and will, in due time, receive the tracings and a set of 35mm microfilm mounted on aperture cards.
6. The Documents Unit will file these aperture cards by Bridge Number and dispose of the tracings. City and county project tracings are returned by Structures Local Assistance to the local agency.

Supersedes Memo to Designers 1-20 dated December 1982

All sheets originating in Structure Design will not necessarily end up in the Documents Unit file. Certain structures such as sound walls, sign structures, crash cushions, etc., that are not an integral part of a bridge, and do not have a Bridge Number, will be sent to the appropriate District for processing and microfilming.

The attached procedures describes the interrelationship of the work flow among the various organizations.



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Attachment(s)